Conference Committee Meeting Minutes

Date 6/10/2016 | Location HDR

Meeting leader | Gretchen Baumgardner
Type of meeting | Kickoff meeting

In attendance

<table>
<thead>
<tr>
<th>Robin Bain (on-ph)</th>
<th>Lisa Culbert</th>
<th>Lisa Jackson</th>
<th>Annette Reese</th>
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<tr>
<td>Gretchen Baumgardner</td>
<td>Brindha Dhanasekara</td>
<td>Anupa Jain</td>
<td>Karla Richards</td>
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<td>Doug Berschauer</td>
<td>Chelsea Francis</td>
<td>Jeanne Jensen</td>
<td>Fred Rouse</td>
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<td>Tom Braatelien</td>
<td>Clayton Freed</td>
<td>Doug Kobrick</td>
<td>Teresa Smith-Dehesus</td>
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<td>Craig Caggiano (on-ph)</td>
<td>Tom Galeziewski</td>
<td>John Masche</td>
<td>James Taylor</td>
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<td>Mike Caruso</td>
<td>Larry Hansen</td>
<td>Nashita Naureen</td>
<td>Farhana Jesmin</td>
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<td>Kevin Chadwick</td>
<td>Bob Hollander</td>
<td>Alan Palmquist</td>
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<td>Curt Courter</td>
<td>Dave Iwanski</td>
<td>Marie Peartree (on-ph)</td>
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Topics Discussed

PDH
- scanner have always said checked in – make sure that whatever vendor we go with for registration/scanners that it just says ‘scanned’

Parking
- need to have maps for parking, all the area that are available and ones that have validation options from vendors and through the registration process. Map – include light rail, park and ride areas, Express buses
- Marie mentioned that the conference center may have some kind of deal with lower cost parking validation. Check with Debbie on this.

Abstract Process
- Innovating Manufactures Technology
- Asset Management
- Conservation
- Safety / Security
- Yes to possible longer tracks – reach out to Committee Chair
- Rename or take out Research for the actual program

BBQ
- James Taylor & Lisa Culbert (Leads) with Robin Bain and Karla Richards, Others???
- Look into doing the BBQ at the Dbacks field, restaurants has an outdoor area that could accommodate 800 people? Marie suggestion Duce
• BBQ committee to have a recommendation by the October Meeting

Committee
• When reaching out to Committee Chairs make sure to reach out to the vice chair as well
• Committee meetings, could they all be at the same time?
• Better communication with Committee Chairs (and Vices) to make sure their committee meeting is needed and the time slot is preferable once schedule is set.
• Committee input on abstract submissions

Membership
• Gretchen suggested to write letters to Municipal Department heads and thank them for their support and sending their employees to the conference. Signed Dave and Tom.
• James asked how to reach out to membership, other Cities not in attendance. Membership meeting is in July. Email Mark Gross.

Schedule
• Tom maybe add an extra half hour to lunch (lunch start @ 11:30)
• Make some longer tracks – 20 vs 45 min vet them through the abstract submission process
• Gretchen – to make up a few mock up schedules

A/V
• Larry to have assistance with A/V this year to help out with all the extra needs and to take over next year. Curt Courter volunteered to be that person.

Breakfast/Lunch ppt
• Need someone to help Steve and that can be there all 3 days. Chelsea agreed to be that person and will get with Alan on some his lessons learned.

Registration
• Will be looking at Cvent vs. Showcase for conference registration. Cindy would like to retire after this year’s conference. Anupa have volunteered to shadow Cindy to help out and possibly take over when she retires.
• Next meeting, we will talk about registration in depth.

Plenary Panel
• Some attendees complained that there was not that much going on Thursday afternoon.
  o Advertise the panel discussion better
  o Have concurrent operator training

Training
• James will be helping Jesse with some training

Contest
• Water Tasting Contest – look into how AWWA does this and what the logistics would be
• Toilet Bowl Competition (Clayton)
Grant
- IDA has agreed to give the conference grant $10,000. Marie suggested making sure to mention them during the conference.

Theme
- Tom likes the idea of NO Theme.

Website
- Clayton to update website. Will get with Patrick on making a conference site that looks more like Illinois AWWA site.

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<td>October</td>
<td>Brown &amp; Caldwell (@BC)</td>
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<td>November</td>
<td>Wilson</td>
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Thank you HDR for sponsoring lunch!!